ITMA XV Project Proposal

Service Oriented Architecture
Data Reference Model (DRM)
PROJECT CHARTER

October 22, 2007

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1. PROJECT DEFINITION

1.1. Background

The State Chief Information Officer (CIO) established the California Enterprise Architecture Program (CEAP) in 2005. CEAP is charged with developing a comprehensive Enterprise Architecture (EA) for the State of California. Enterprise Architecture is defined as the overarching design and structure of the organization's information technology environments. Enterprise architecture is the 'blueprint' that guides technical implementations in response to business needs and governs technical standards and integration. The Federal Government, most states, and private industries recognize the need to establish Enterprise Architecture as a foundation to good Information technology (IT) implementation, governance, and a means to achieve business goals.

Most enterprise IT architectural frameworks consist of utilizing an industry standard known as Service Oriented Architecture (SOA). SOA is a business-centric IT architectural approach to designing information systems using standard protocols that have been adopted industry wide. SOA allows the organization to maximize the reusability of application-neutral services to increase IT adaptability and efficiency.

The State of California's IT infrastructure must be re-aligned to achieve business agility, enhanced operability, and much improved data sharing while not sacrificing security or privacy.

1.2. Problem Statement

State Agencies continually duplicate: system development, data collection, and storage of the same information. A successful SOA implementation includes more than a revised technical approach; it also employs a new business model that ensures the right services are provided from a customer or business perspective.

The CEAP developed a roadmap to migrate to a SOA environment. Currently, the IT Council (ITC) Enterprise Architecture (EA) committee is developing the California Business Reference Model (CalBRM). This includes the design and development of a business reference model which organizes and relates business information for use in creating the business architecture framework.

Another key model required in the State's architecture effort is the Data Reference Model (DRM). The DRM describes, at an aggregate level, the data and information that support programs and business line operations. This model will enable agencies to describe the types of interaction and exchanges occurring between various government entities.

In the current environment, multiple agencies house duplicate data. The DRM will provide a standard means by which data may be described, categorized, and shared. It will provide a foundation for information sharing and will promote strategic collaboration between State agencies and external business partners.

1.3. Project Mission Statement

The ITMA XV Project will create a high level DRM framework that will enable information sharing and reuse across the State by providing a description, categorization and a process for sharing common data elements resulting in the promotion of robust data management practices.

1.4. Project Objectives

The ITMA XV Project objectives are to:

- Create DRM in support of California EA which will focus on a specific function

- Define a structure for each data element in order for users to understand the element

- Classify each data element into its business context using the CalBRM

- Align the Data Reference Model to the Business Reference Model

- Define a governance model for the DRM

- Provide a DRM user manual with instructions on the use and update of the DRM

1.5. Project Benefits

The benefits include:

- Develops key components of the State business information architecture framework (data models, relationship mapping, etc) in support of the State SOA initiative

- Fosters increased information sharing within an agency and between agencies

- Provides for the common classification of data

- Enables increased visibility and availability of data and data artifacts

- Facilitates coordination within and across State agencies to form common data entities that support shared missions

- Increases the relevance and reuse of data and data artifacts by robust categorization techniques

- Identifies data security processes for accessing and/or modifying the DRM

The ITMA XV Project is complete and deemed successful when the criteria in the following table are met:

Decision Authority	The class sponsors and managers make the final judgment on the success and adherence to the following – Completion & Success citeria
Completion	The following will be considered as complete upon acceptance of: • The DRM definition and structure • Alignment of data with the BRM tiers to categorize data • DRM user manual
Success	The ITMA XV group considers the project a success when: • All project objectives are met and delivered on time • Sponsor approves our deliverables

2. PROJECT SCOPE AND APPROACH

2.1. Product Description

The DRM will provide a model and process used to identify common data needs across Departments and Agencies. Defining and classifying data will allow multiple agencies to share data especially for cross-departmental projects. Initially, the DRM will focus on a specific agency business data that involves multiple projects. The DRM will leverage the proposed Federal Enterprise Architecture (FEA) model as the industry standard framework.[1]

2.2. Scope Statement

The ITMA XV Project will provide a DRM for the State. This project effort will identify, define, and standardize data elements across all business areas within a specific business subject area/function consisting of some set of entity types, e.g., revenue.

The initial scope focuses on creating a DRM for a particular business function that will allow multiple projects to leverage common data. The example stated above refers to the description of revenue. Using this example, ITMA team would help the revenue agencies such as Board of Equalization, Franchise Tax Board and/or State Controllers Office categorize data and create a process to determine how to classify, define, use, and share the data.

The DRM will leverage the CalBRM. The CalBRM hierarchy provides a means to categorize the data and align the data with the BRM tiers. This will enable agencies

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[1] Please refer to Appendix A for Proposed FEA Model

to discover data according to the BRM tiers, and to associate data within the same tier. These capabilities provide a foundation for data component synchronization and the establishment of authoritative data assets. Additionally, the robust description of data enables the meaning and purpose of data to be made clear, which further enables data to be tied to specific business initiatives.

The DRM categorizes government information into greater levels of detail. It also establishes a classification for State data and identifies duplicative data repositories. A common data exchange model will streamline information exchange processes within the State government and between agencies and external business partners.

The DRM provides a standard means by which data may be described, categorized, and shared. These are reflected within each of the DRM's three standardization areas according to the FEA:

- Data Description: Provides a means to uniformly describe data, thereby supporting its discovery and sharing

- Data Context: Facilitates discovery of data through an approach to the categorization of data according to taxonomies; additionally, enables the definition of authoritative data assets within a community of interest (COI)

- Data Sharing: Supports the access and exchange of data where access consists of ad-hoc requests (such as a query of a data asset), and exchange consists of fixed, re-occurring transactions between parties

2.3. Assumptions and Constraints

The assumptions are:

- The DRM is consistent with the State IT Strategic Plan

- Subject matter experts (SME) are available to provide information

- The initial DRM model will focus on a specific business function that involves multiple projects

- The State's DRM model will leverage the CalBRM model and utilize the FEA model as the industry standard

- The project team will collaborate with ITC EA Committee and CEAP

- The projects deliverables engages all ITMA XV class participants

- Project Sponsors/Managers will approve/accept project deliverables

The project constraints are:

- Project must be completed by June 20, 2008

- Unknown availability of subject matter experts

- Access to business data at selected Agencies

2.4. Project Approach

The project will seek to partner with the ITC EA Committee and CEAP. ITMA XV will use the following phased approach:

- Research and Analysis Phase – Gather any information about the current process and environment not already covered in the FEA DRM. This will include information related to naming conventions, relationships of web services to business services, a definition of a hierarchical catalog of data information and sharing amongst multiple agencies, and analyzing categorization of the data through an alignment with the data and the CalBRM.

- Design Phase – Produce designs of DRM defining how the data will be described, categorized, and shared within a particular business area/function. Distribute and obtain feedback on the proposed model from stakeholders.

- Completion Phase - Present conceptual design with data content to class sponsors for approval.

2.5. Project Deliverables and Milestones

The following is a high-level project deliverable timeframe:

Start Date: 10/23/2007
Approximate Duration: 7 months

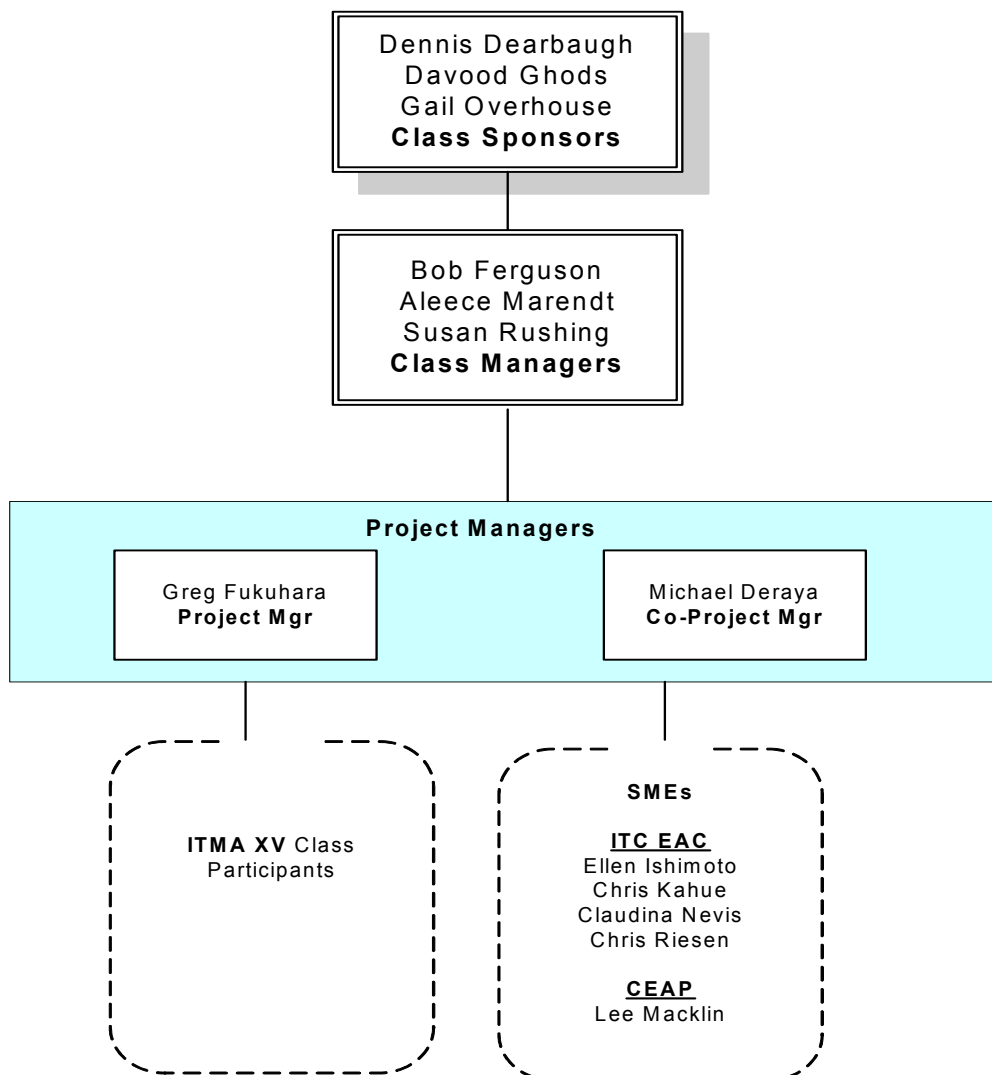| Milestone	Target Completion	Description
Analysis Document	1/31/2008	Include information about the current process and environment, incorporate information from the CalBRM and the FEA DRM. Analysis will be conducted to identify required naming conventions related to specific lines of business. The analysis will also focus on a particular business area/function.
DRM Design Document	5/30/2008	Provide an overview of the detailed design of the DRM model including templates.
Completed DRM Model	6/20/2008	Complete DRM; vetted through appropriate stakeholders and control agencies, and delivered to project sponsors/managers.

2.6. Required Resources

The key resources required for the project includes the following:

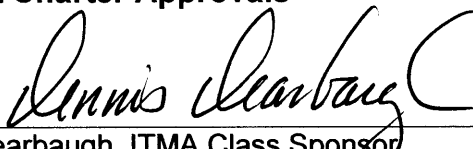| Resource Role	Name	Responsibility
Executive Sponsor	ITMA Executive Sponsors	Responsible for executive sponsorship and support to adopt the DRM
Project Sponsor	ITMA Class Sponsors	Gain alignment and support from key IT stakeholders to support the DRM.
Project Manager/ Co-Project Manager	Gregg Fukuhara Michael Deraya	In coordination with the co-Project Manager, responsible for managing project tasks and deliverables to ensure success of the project.
Subject Matter Experts (SME)	ITC EA Committee: Ellen Ishimoto, Chair Chris Kahue Claudina Nevis Chris Riesen CEAP: Lee Macklin, Director	• Provide input and guidance on direction of project. • Provide input and review project deliverables focusing on any architecture issues and/or risks with recommendation(s).
All Team members	All ITMA XV Class Participants	• Elevate significant issues to project managers • Timely completion of assigned project tasks • Timely review and feedback on project deliverables.(should be consistent with periods – either all have it or none) • Preparation for Project Team Meetings • Participation in Project Team Meetings

3. PROJECT ORGANIZATION

Members of the Project Team have major responsibility for gathering information, conducting analyses, and developing project deliverables. They report status directly to the appropriate Project Managers.

ITMA XV DRM Project

Dennis Dearbaugh
Davood Ghods
Gail Overhouse
Class Sponsors

Bob Ferguson
Aleece Marendt
Susan Rushing
Class Managers

Project Managers

Greg Fukuhara
Project Mgr

Michael Deraya
Co-Project Mgr

ITMA XV Class Participants

SMEs

ITC EAC
Ellen Ishimoto
Chris Kahue
Claudina Nevis
Chris Riesen

CEAP
Lee Macklin

3.1. Project Charter Approvals

_____   10-22-07
Dennis Dearbaugh, ITMA Class Sponsor   Date

_____   10-22-07
Davood Ghods, ITMA Class Sponsor   Date
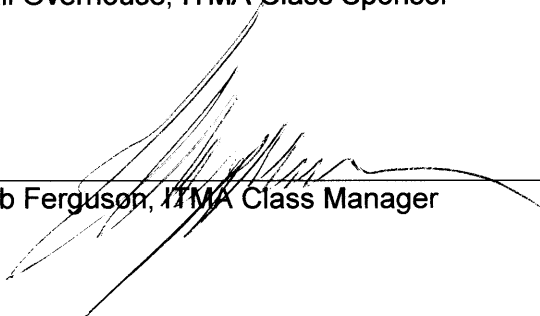

_____   10-22-07
Gail Overhouse, ITMA Class Sponsor   Date

_____   10-22-07
Bob Ferguson, ITMA Class Manager   Date
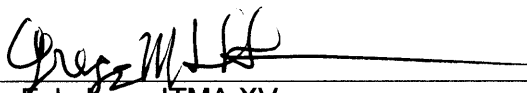

_____   10-22-07
Aleece Marendt, ITMA Class Manager   Date

_____   10/22/07
Susan Rushing, ITMA Class Manager   Date

_____   10/22/07
Gregg Fukuhara, ITMA XV   Date
Project Manager

Appendices

Appendix A

FEA Model